MLA Format Guide-7/8th Edition

General Guidelines: Before you begin to type a paper in MLA Format

- Use a legible font (e.g. Times New Roman). Use 12 point.
- Leave only one space after periods or other punctuation marks.
- Indent the first line of paragraphs by using the tab key.
- Do not make a title page for you paper unless specifically requested by instructor.
- In the upper left-hand corner of the first page, list your name, your instructor’s name, the course, and the date. Please note your instructor may require you to add more elements such as class section.
- The title on the next line is centered. It should not be italicized, underlined, or in all capital letters.

Paper Body Setup for Word 2016

1. Click on the Layout tab (across the top).
2. Then click on the small diagonal arrow at the bottom by Page Setup. Margins should be set at 1.0” top, bottom, left, and right.
3. Under the Layout tab set Header at .5” and click OK.
4. Click on Home tab (across the top).
5. Then click on the small diagonal arrow at the bottom by Paragraph.
6. Under Spacing use the pulldown menu to select Double (see line spacing). Your entire paper including the Works Cited page will be double spaced. Also, make sure After is set to zero.
7. On the bottom, click the button that says Set as Default. Click OK and OK again.

Header/Page Number Setup for Word 2016

1. Click on the Insert Tab (across the top.) Click on Page Number in the Header and Footer Section. Choose top of page, “Plain Number 3.” You will now see the page number.
2. The cursor will be in front of the header number 1. Type your last name and hit the space bar once. Now click on the red X in the top right hand corner (says close header and footer).
3. Make sure to change the font style for your header to Times New Roman. It may default back to Calibri or Ariel.

Works Cited Page Setup for Word 2016

1. Click on Home Tab (across the top). Then click on the small diagonal arrow at the bottom by Paragraph. Under Indentation use the pulldown menu to select Hanging (see special). Click OK.
2. Do not do this step until you reach your Works Cited page or it will apply a hanging indent to your entire paper.